Individuals Authorized Access to the CMS Computer Services (IACS)
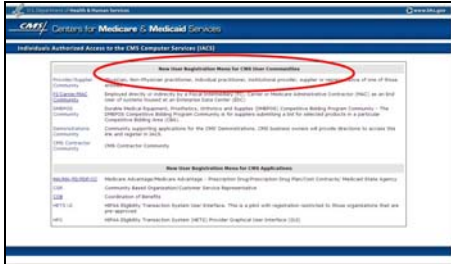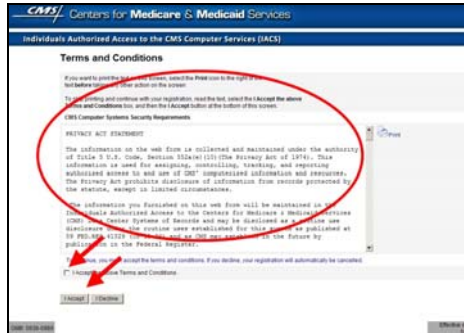## Security Official (SO)
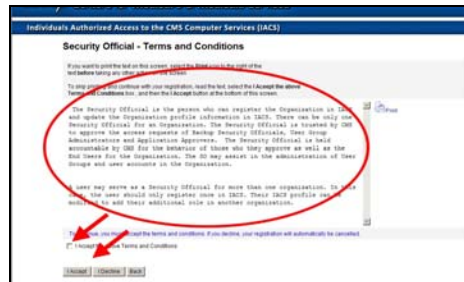## New User Registration – Quick Reference Guide

This Quick Reference Guide provides the step-by-step instructions for self-registration as an IACS Security Official for an Organization. This guide also includes instructions to log in to IACS for the first time and change your temporary, one-time password.
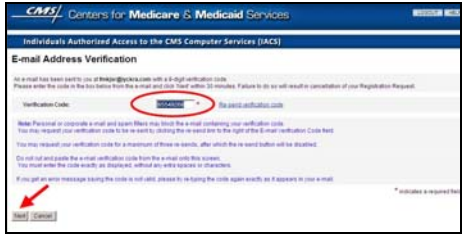
The Security Official is the person who can register the Organization in IACS and update the Organization profile information in IACS. There can be only one Security Official for an Organization. The Security Official is trusted by CMS to approve the access requests of Backup Security Officials, User Group Administrators, End Users, and Application Approvers. The Security Official is held accountable by CMS for the behavior of those whom they approve as well as the End Users for the Organization.
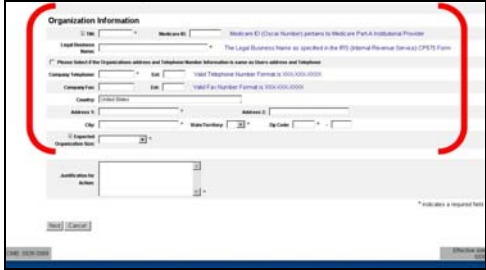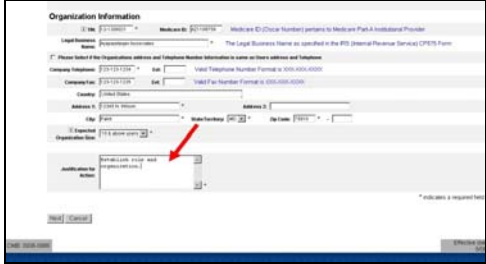
The Steps for IACS New User Registration for a Security Official are:

Step	Action	Screen Displayed
Step 1	Go to the CMS Applications Portal website: https://applications.cms.hhs.gov	
Step 2	Read the contents of the **CMS Applications Portal WARNING / REMINDER** screen. Select the *Enter CMS Applications Portal* button*.*	
Step 3	Select the *Account Management* hyperlink on the menu bar toward the top of the **CMS Application Portal Introduction** screen.	

Step	Action	Screen Displayed
Step 4	Refer to the *Help Resources* portion of the screen and record the contact information for your Help Desk. **Note:** If you need assistance with the registration process, contact your Help Desk. Select the *New User Registration* hyperlink on the **Account Management** screen.	
Step 5	Select a CMS User Community on the **New User Registration Menu for CMS User Communities** portion of the screen by selecting the link that best describes your business relationship with CMS. For example: Select the *Provider/Supplier Community* hyperlink if you belong to the Medicare Provider Community. **Note:** From time to time, additional applications may be added to IACS. When this occurs, a new section entitled *New User Registration Menu for Simple Applications* will be added to the bottom of the *New User Registration Menu* screen which will allow users to register for these new applications.	
Step 6	Read the Terms and Conditions - Privacy Act Statement. Select the *I Accept the above Terms and Conditions* box. Select the *I Accept* button*.	

Step	Action	Screen Displayed
Step 7	Select the role of *Security Official* on the **New User Registration** screen by selecting the radio button to the left of the *Security Official* role. Select the *Next* button.	
Step 8	Read the Security Official - Terms and Conditions. Select the *I Accept the above Terms and Conditions* box. Select the *I Accept* button.	
Step 9	On the **New User Registration** screen enter the required information in the *User Information* fields, as follows: Enter your name, date of birth and Social Security Number (SSN) exactly as it is on file with the Social Security Administration (SSA). **Note:** Your first and last name, SSN and date of birth will be validated against data at the SSA. Enter your email address. Select the *Next* button*.	

Step	Action	Screen Displayed
Step 10	If SSA validates your SSA information successfully, the **Email Address Verification** screen will appear. Leave this screen open while you proceed to the next step. **Note:** You will have 30 minutes to complete Steps 11 and 12. **Note:** If your SSA information cannot be validated, please, contact your local SSA office. Contact information can be found at http://www.ssa.gov on the SSA website.	
Step 11	Go to your email inbox and open the message with the email *Verification Code.* The subject line will read: **Email Address Verification**. Record the *Verification Code* provided.	*You are receiving this email in response to a Registration request being submitted by you in IACS. Please enter the following code in the Registration window to complete verification and proceed with your request.* *Verification Code: <your code will appear here>* *Thank you,* *IACS* *Please do not reply to this system generated email.*
Step 12	Enter the *Verification Code* in the *Verification Code* field on the **Email Address Verification** screen. Select the *Next* button.	

Step	Action	Screen Displayed
Step 13	Enter the required information in the *Professional Contact Information* fields on the **New User Registration** screen. **Note:** The fields in the *User Information* portion of the screen have been pre-populated and cannot be changed at this point. **Note:** The *Country* input field is prepopulated with the United States and cannot be modified.	
Step 14	Enter the required Organization information in the *Organization Information* fields: for example, a unique TIN/SSN, Legal Business Name, Expected Organization Size, etc. **Note:** The *Country* input field is prepopulated with the United States and cannot be modified. **Note:** Additional information about selected data fields can be accessed by selecting the information icon to the left of the data field.	
Step 15	Enter the reason you are requesting access in the *Justification for Action* field. Select the *Next* button.	

Step	Action	Screen Displayed
Step 16	Review the information on the *Review Registration Details* screen to make sure the information is correct and then select the desired button: • *Submit –* to submit the registration request • *Edit –* to return to the **New User Registration** screen to make changes to information you have entered, such as your Professional Contact Information • *Cancel –* to cancel your registration request.	
Step 17	Record your request's tracking number or print the **Registration Acknowledgement** screen by selecting the *Print* button to the right of the text. **Note:** You will need the request tracking number if you need assistance from your Help Desk. Select the *OK* button on the **Registration Acknowledgement** screen to complete your registration. **Note:** The system will send you an email that contains the request tracking number. Contact your Help Desk if you do not receive this email within 24 hours.	

Step	Action	Screen Displayed
Step 18	You will receive instructions via email regarding any other information that is needed to process your IACS request. Once your request is approved, you will receive two email messages. 1. The first email message with subject Line, **FYI: User Creation Completed – Account ID Enclosed**, will contain your IACS User ID. 2. The second email message with Subject Line, **FYI: User Creation Completed – Password Enclosed**, will contain a temporary, one-time password. **Note:** Wait until you receive your IACS User ID and temporary, one-time password to continue to the next step.	
Step 19	Go to the CMS Applications Portal website: https://applications.cms.hhs.gov	
Step 20	Read the contents of the **CMS Applications Portal WARNING / REMINDER** screen. Select the *Enter CMS Applications Portal* button*.	

Step	Action	Screen Displayed
Step 21	Select the *Account Management* hyperlink on the menu bar toward the top of the **CMS Applications Portal Introduction** screen.	
Step 22	Select the *My Profile* hyperlink on the **Account Management** screen. **Note:** Your Help Desk contact information appears on the *Help Resources* portion of the screen.	
Step 23	Enter your new IACS *User ID* and temporary, one-time *Password* in the fields provided on the **Login to IACS** screen. These are the User ID and Password you received in the two email messages. Select the *Login* button.	
Step 24	Enter your new *Password* in the *New Password* field on the **Change Password** screen. Enter the same new *Password* in the *Confirm New Password* field. Select the *Change Password* button.	

Step	Action	Screen Displayed
Step 25	Select the *Change Answers to Authentication Questions* hyperlink on the **My Profile** screen.	
Step 26	Answer at least two of the ten authentication questions on the **Change Answers to Authentication Questions** screen. Select the *Save* button when you have finished answering the questions.	
Step 27	Select the *OK* button on the **Change Answers Results** screen.	
Step 28	On the **My Profile** screen, you may • Select another option presented on this screen, or • Select *Logout* on the bottom left corner of the screen.	